

Austin Al-Anon/Alateen Information Center
BOARD OF DIRECTORS MEETING MINUTES - FINAL
Monday, May 20, 2013
6:30 pm

Note: Quorum for 2013 is 8 voting members.

Attendees

Lorelei L – AAIC Chair (non-voting)	Rosemary C – Faith AFG Anderson Mill (voting)
Ann R – AAIC Treasurer (non-voting)	Bill H – Anderson Mill AFG (voting)
Alli K – AAIC Secretary (non-voting)	Steve S – Wimberley (voting)
Kitty G – Office employee (non-voting)	Larry B – Serenity Seekers (voting)
Peggy D – Hilltoppers (voting)	Jean B – Just for Today (Austin) (voting)
Kate H – Just for Today (Elgin) (voting)	
Danielle O – Northland (voting)	

Attendees 3/18/2013

Lorelei L – AAIC Chair (non-voting)	Rosemary C – Faith AFG Anderson Mill (voting)
Ann R – AAIC Treasurer (non-voting)	Bill H – Anderson Mill AFG (voting)
Alli K – AAIC Secretary (non-voting)	Maggie V – Unity (voting)
Kitty G – Office employee (non-voting)	Sissy S – Independence (voting)
Judy W – Austin AIS/LDC Liaison (non-voting)	Steve S – Wimberley (voting)
Arlyle B – Bee Caves Friday (voting)	Larry B – Serenity Seekers (voting)
Peggy D – Hilltoppers (voting)	Jean B – Just for Today (Austin) (voting)

Opening: The group was called to order at 6:50 pm and held a moment of silence followed by the Serenity Prayer and the reading of the 12 Traditions and 12 Concepts of Service.

Introductions: Introduction of directors, officers, and visitors.

Announcement of Quorum: There were a total of 13 members present with 8 registered as voting.

Approval of Minutes: Reading and approval of the minutes from the March 18, 2013 Board of Directors meeting. Steve S made a motion to accept the March minutes as presented. Kate H seconded. Motion passed.

Chair's Report: Lorelei noted that she is keeping a calendar of annual duties of the Board and Officers, so that the next Chair's job will be easier.

Information Center Report: Kitty reviewed literature sales and donations from March 19 through May 17. Literature sales totaled \$5,067.15. Out-of-town sales were \$2,483.81. Donations totaled \$1,703.53. Walk-in sales were \$352.35. The sales grand total was

\$9,606.84. Literature purchases totaled \$1,812.28. Rosemary C asked if All-Texas sales were included in the March reports; Kitty responded that they were.

Treasurer's Report: Ann R did not have copies of the financial statements for this period and will send to the secretary for inclusion with the draft minutes. Ann R noted that the City of Austin had not sent a bill for utilities in 6 months, so that bill was rather expensive. Lorelei will give submitted tax forms to Kitty, and the forms will be available at the July 15 meeting. Rosemary C suggested adding tax form submission to the Chair's calendar.

Bylaws Review: Lorelei requested that copies of bylaws committee feedback be added to the minutes for the meeting and to an appendix in the Secretary's binder. The feedback will also be available online. The Secretary will ask the Webmaster to add a new link with the feedback to the bylaws page. The Board of Directors began reading the bylaws at 6.4.

- 6.4.4: Lorelei asked if we should add a column to the sign-in sheet to say, "share my information with the Board." Kitty said the Board had already agreed to share their information. Also, a copy of each sign-in sheet stays at the Information Center and is available to anyone who asks for it.
- 6.4.8: Allie asked if full name means first and last name. Yes—minutes sent electronically will include only first names with last initial; hard copy minutes kept in the Secretary's binder will include first and last names.
- 7.3: Jean B asked about the use of "executive session" instead of "candidates shall be asked to leave the room." Rosemary and Allie responded that everyday language is preferred to jargon. Bill would define executive or closed session as all visitors and officers leaving the room; Al-Anon has traditionally been more open. Bill noted that the only two circumstances when we have asked people to leave the room are elections and to discuss Kitty's compensation. Lorelei would like to create an index of terms.
- 6.6: Removal of Board member—because the Board was discussing asking members to leave the room, the question arose: should we add "shall be asked to leave the room" to 6.6? Bill responded that the Chair is not prohibited from declaring a closed session, so this addition is not necessary.
- 7.6: Jean asked to define "cause." Bill responded that the bylaws committee left it to the Board of Directors to define the cause because they didn't want to define a cause too narrowly. Jean asked to keep track of all decisions so that there are no arbitrary and capricious decisions.
- 7.8.4: Danielle noted a typo—a comma at the end of the sentence, rather than a period.
- 7.8.3: Lorelei asked about using electronic copies of bylaws. Bill read the bylaws committee's March response: "The bylaws committee recommends that clause 7.8.3 be revised to read: 'The Secretary shall insure that members of the board have a copy of the current bylaws available to them'."
- The Board stopped at 7.9 and will begin at that point at the July meeting.

Lorelei asked Kitty to leave the room while the Board of Directors conducted an executive session.

Standing Committees:

- a. **Meeting List:** Steve—no actions to report. Steve has plans for the meeting list committee. Kitty will help Steve.
- b. **Finance:** Do we need this committee? Bill said it is supposed to be a watchdog for the corporation's finances and would like to see it continue. Call for volunteers to be the chair of this committee.
- c. **Literature:** Kitty handles all literature; no need for this committee. Allie mentioned that if something should happen to Kitty, we would need someone to know how to run the office. Kitty perhaps needs a computer helper because WSO sends everything electronically now. Kate will be the chair of the literature committee, and Lorelei will assist with typing.

Tabled Items:

- a. Moving from Bank of America to a credit union (Lorelei)
- b. Review Income Trends (Lorelei)

Business from the Floor: Allie mentioned that we need to audit the Information Center website and other websites that carry contact information for the Information Center. She received a note from someone who noticed that the Information Center website still had the Treadwell address on it.

Announcements:

- a. **May 31-June 2, 2013** - Texas East Area 53 Alateen Conference TEAAC, Gonzales, TX
- b. **July 5-7, 2013** - Al-Anon/Alateen International Convention, Vancouver, B. C. Registration available on members' website
- c. **July 15, 2013** – Information Center meeting 6:30 pm at 6301 Manchaca
- d. **November 1-3, 2013** - ETAAA – S. Padre Island (early registration makes you eligible for a prize)
- e. **November 18, 2013** – Information Center meeting 6:30 pm at 6301 Manchaca

Adjourn: Meeting adjourned at 8:13 pm

AIS
Profit & Loss Budget vs. Actual
January through April 2013

	TOTAL											
	Jan - Mar 13	Budget	\$ Over Budget	% of Budget	Apr 13	Budget	\$ Over Budget	% of Budget	Jan - Apr 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
Contributions Income	1,599.92	4,373.01	-2,773.09	36.59%	778.74	1,457.67	-678.93	53.42%	2,378.66	5,830.68	-3,452.02	40.8%
Literature Sales	13,076.30	14,250.00	-1,173.70	91.76%	4,782.20	4,750.00	32.20	100.68%	17,858.50	19,000.00	-1,141.50	93.99%
Total Income	14,676.22	18,623.01	-3,946.79	78.81%	5,560.94	6,207.67	-646.73	89.58%	20,237.16	24,830.68	-4,593.52	81.5%
Expense												
Advertising	450.36	500.01	-49.65	90.07%	157.00	166.67	-9.67	94.2%	607.36	666.68	-59.32	91.1%
Bank Service Charges	173.91	117.00	56.91	148.64%	53.97	39.00	14.97	138.39%	227.88	156.00	71.88	146.08%
Literature Purchase	13,574.10	10,500.00	3,074.10	129.28%	2,198.03	3,500.00	-1,301.97	62.8%	15,772.13	14,000.00	1,772.13	112.66%
Maintenance	0.00	11.25	-11.25	0.0%	0.00	3.75	-3.75	0.0%	0.00	15.00	-15.00	0.0%
Office Supplies	190.11	200.01	-9.90	95.05%	0.00	66.67	-66.67	0.0%	190.11	266.68	-76.57	71.29%
Payroll Tax	259.79	300.00	-40.21	86.6%	86.61	100.00	-13.39	86.61%	346.40	400.00	-53.60	86.6%
Postage and Delivery	0.00	137.49	-137.49	0.0%	0.00	45.83	-45.83	0.0%	0.00	183.32	-183.32	0.0%
Printing and Reproduction	0.00	24.99	-24.99	0.0%	0.00	8.33	-8.33	0.0%	0.00	33.32	-33.32	0.0%
Professional Fees	198.00	138.00	60.00	143.48%	66.00	46.00	20.00	143.48%	264.00	184.00	80.00	143.48%
Rent	1,500.00	2,250.00	-750.00	66.67%	750.00	750.00	0.00	100.0%	2,250.00	3,000.00	-750.00	75.0%
Salary	3,396.00	3,582.99	-186.99	94.78%	1,132.00	1,194.33	-62.33	94.78%	4,528.00	4,777.32	-249.32	94.78%
Telephone	330.78	300.00	30.78	110.26%	119.55	100.00	19.55	119.55%	450.33	400.00	50.33	112.58%
Travel & Ent	0.00	50.01	-50.01	0.0%	0.00	16.67	-16.67	0.0%	0.00	66.68	-66.68	0.0%
Utilities	155.51				137.01				292.52			
Total Expense	20,228.56	18,111.75	2,116.81	111.69%	4,700.17	6,037.25	-1,337.08	77.85%	24,928.73	24,149.00	779.73	103.23%
Net Ordinary Income	-5,552.34	511.26	-6,063.60	-1,086.01%	860.77	170.42	690.35	505.09%	-4,691.57	681.68	-5,373.25	-688.24%
Net Income	-5,552.34	511.26	-6,063.60	-1,086.01%	860.77	170.42	690.35	505.09%	-4,691.57	681.68	-5,373.25	-688.24%

AIS
Balance Sheet
As of April 30, 2013

	<u>Apr 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	21,806.94
Petty Cash-	104.13
Total Checking/Savings	<u>21,911.07</u>
Total Current Assets	<u>21,911.07</u>
TOTAL ASSETS	<u><u>21,911.07</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	311.08
Total Other Current Liabilities	<u>311.08</u>
Total Current Liabilities	<u>311.08</u>
Total Liabilities	311.08
Equity	
Opening Bal Equity	21,784.70
Retained Earnings	5,006.86
Net Income	-5,191.57
Total Equity	<u>21,599.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>21,911.07</u></u>

AIS
Profit & Loss
January through April 2013

	Jan - Mar 13	Apr 13	TOTAL
Ordinary Income/Expense			
Income			
Contributions Income			
Unrestricted	1,599.92	778.74	2,378.66
Total Contributions Income	1,599.92	778.74	2,378.66
Literature Sales	13,076.30	4,782.20	17,858.50
Total Income	14,676.22	5,560.94	20,237.16
Expense			
Advertising	450.36	157.00	607.36
Bank Service Charges	173.91	53.97	227.88
Insurance	500.00	0.00	500.00
Literature Purchase	13,574.10	2,198.03	15,772.13
Office Supplies	190.11	0.00	190.11
Payroll Tax	259.79	86.61	346.40
Professional Fees			
Accounting	198.00	66.00	264.00
Total Professional Fees	198.00	66.00	264.00
Rent	1,500.00	750.00	2,250.00
Salary	3,396.00	1,132.00	4,528.00
Telephone	330.78	119.55	450.33
Utilities			
Gas and Electric	155.51	137.01	292.52
Total Utilities	155.51	137.01	292.52
Total Expense	20,728.56	4,700.17	25,428.73
Net Ordinary Income	-6,052.34	860.77	-5,191.57
Net Income	-6,052.34	860.77	-5,191.57

AIS
Contributions by Customer Summary
January through April 2013

	Jan 13	Feb 13	Mar 13	Apr 13	TOTAL
Austin Just for Today	0.00	39.13	0.00	0.00	39.13
Bee Cave	0.00	150.00	0.00	200.00	350.00
Bridge to Shore	0.00	273.17	0.00	0.00	273.17
Courage to Change	0.00	0.00	24.00	0.00	24.00
Dripping Springs	0.00	80.00	0.00	0.00	80.00
Hope for Today Oak Hill	61.75	0.00	0.00	0.00	61.75
Lakeway Tuesday	0.00	0.00	75.00	0.00	75.00
Live & Let Live	0.00	0.00	0.00	19.29	19.29
Living Gratitude	0.00	154.00	0.00	0.00	154.00
Men In Recovery	0.00	0.00	0.00	120.00	120.00
Northland AFG	0.00	0.00	200.00	200.00	400.00
Paths to Recovery	0.00	0.00	37.20	0.00	37.20
Posse	0.00	0.00	0.00	78.45	78.45
PVT	20.00	10.00	0.00	0.00	30.00
San Marcos AFG	0.00	0.00	50.00	0.00	50.00
Serenity Seekers	25.00	0.00	0.00	0.00	25.00
Serenity Trails	0.00	0.00	0.00	60.00	60.00
Spiritual Awakenings	10.00	0.00	0.00	0.00	10.00
St. Stephens Wimberly	0.00	60.00	0.00	0.00	60.00
Step Forward	0.00	0.00	120.57	0.00	120.57
Suburban AFG	25.00	25.10	0.00	0.00	50.10
Three C's	40.00	0.00	0.00	41.00	81.00
Welcome Home AFG	0.00	20.00	0.00	0.00	20.00
Wimberly	0.00	60.00	0.00	60.00	120.00
TOTAL	181.75	871.40	506.77	778.74	2,338.66